

Comptroller's Directive No. 2-07
Attachment HE-1
Contact Survey

Purpose	This attachment will provide DOA with the institution contact information.
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Applicable institutions	All institutions must complete this attachment.
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Due date	August 2, 2007
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Submission requirements	Contact DOA if the institution has any problems with the files.
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After downloading the Excel file, rename the file using the institution's acronym followed by Attachment HE-1. For example, VCCS should rename the Attachment HE-1.xls file as VCCS Attachment HE-1.xls.

DOA's e-mail address has changed from the prior year. Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of this spreadsheet.

Changes from the prior year	Last year some institutions provided the fiscal officer as the financial contact or the fiscal contact. The following changes have been made to this attachment:
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- Financial officer has been changed to fiscal officer.
 - Fiscal contact has been changed to directive contact.
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